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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

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1939 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL DIVISION

PROCEDURE TO BE FOLLOWED IN THE COUNTY OFFICE IN FURNISHING TRIPLE SUPERPHOSPHATE AS A GRANT OF AID UNDER THE 1939 AGRICULTURAL CONSERVATION PROGRAM.

General Instructions

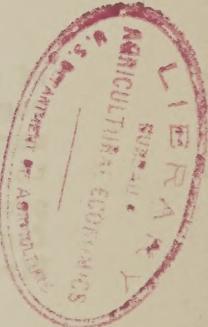
The Agricultural Adjustment Administration, upon the request of producers, and under the conditions specified herein, will furnish triple superphosphate as a grant of aid to be used in carrying out approved soil-building practices in the following counties: Brown, Clarke, Crawford, Floyd, Harrison, Jefferson, Lawrence, Martin, Monroe, Ohio, Orange, Perry, Scott, Spencer, and Switzerland, of Indiana; Belmont, Carroll, Coshocton, Guernsey, Harrison, Jefferson, Monroe, Noble, and Tuscarawas, of Ohio.

The county committee in these counties should advise immediately all cooperating producers that triple superphosphate containing approximately 45 percent plant food (P_2O_5) is available as a grant of aid. The conditions under which triple superphosphate will be furnished are as follows:

1. Aggregate requests for a car of triple superphosphate from one county for less than 40 tons ordinarily will not be accepted. However, if certain counties find it impossible to obtain requests totaling 40 tons but can obtain requests totaling 20 or more tons but under 40 tons, such counties will carry out the procedure as outlined herein since it may be possible to obtain and deliver triple superphosphate from a few shippers on certain railroads for a 20-ton car without additional freight charge.

2. The 45 percent triple superphosphate will be delivered under government bills of lading to delivery points in the above-named counties at \$38.00 per ton which includes the cost of freight. No freight charges will be paid by the county agricultural conservation association or by the producer requesting the material.

3. Triple superphosphate will be delivered in one-hundred pound bags.



4. A deposit of \$8.00 per ton or 40¢ a bag will be required of the producer at the time a request is placed with the county committee.

5. A deduction from the 1939 Agricultural Conservation Payment computed for the farm will be made at the rate of \$30.00 a ton for each ton of triple superphosphate furnished to producers.

6. The county committee will designate a consignee, who may be one of their number, to be responsible for and to supervise the delivery of all shipments of triple superphosphate to producers, in accordance with the procedure set forth herein by the Agricultural Adjustment Administration. In order to act as consignee, the person selected by the county committee must execute form ACP-88 or ACP-88, "Revised," unless he has previously executed one of such forms.

7. Any producer who has placed a request for triple superphosphate and who does not accept delivery at the time the material is available will forfeit the deposit made when the request was placed.

8. The consignee will pay storage or demurrage charges. Any demurrage or storage charges incurred in connection with the distribution of triple superphosphate will be paid in cash to the consignee by producers at the time of delivery. Demurrage or storage costs will be charged to each producer responsible for such costs in his proportionate share. In cases where it is found that such charges will be necessary, the consignee will determine the cost of demurrage and the cost of storage and will handle the materials by the least expensive method.

9. Where the county committee approves requests for grants of aid in excess of the quantity that could be furnished under the regulations, the county committee will not be charged with gross negligence, provided it is shown that they used due care in approving the request for material. Where the State committee finds that the producer obtained the excess material through misrepresentation of facts, full details of the cases should be reported to the Regional Director for disposition.

Section I. - Information Pertaining to the Eligibility of Producers to Receive Triple Superphosphate as a Grant of Aid.

The county committee will be responsible for the determination of the eligibility of producers to receive triple superphosphate as a grant of aid and will give special care to the following:

- A. The provisions of the 1939 Agricultural Conservation Program regarding the manner of using triple superphosphate shall be clearly explained to the producer

and he shall be thoroughly informed that he is eligible to receive triple superphosphate only if it is to be used in connection with the carrying out of soil-building practices, as set forth in item 1(a), of Section 7, NCR-301.

- B. The value of the total quantity of triple superphosphate requested by all persons on the farm less the amount deposited with the request shall not exceed 70 percent of the approximate farm payment which on the basis of the 1939 Farm Plan (NCR-303) the county committee believes will be earned for participation in the 1939 Agricultural Conservation Program.
- C. Producers who have requested lime as a grant of aid (in counties where lime is furnished by the A.A.A.) may request triple superphosphate as a grant of aid provided the sum of the values of the materials requested does not exceed 70 percent of the approximate farm payment which on the basis of the 1939 Farm Plan (NCR-303) the county committee believes will be earned for participation in the 1939 Agricultural Conservation Program.
- D. Producers who have any assignments (ACP-69) of the 1939 Agricultural Conservation Payments on file in the county office and producers who the county committee knows are indebted to the Government for over-payment under previous agricultural programs, including all producers who are on the refund register, will not be eligible for grants of aid.
- E. All persons interested in the farm payment shall be advised that if the payment to the producer filing the request for the material is not sufficient to cover the deduction required for the material, payments to other persons interested in the farm payment will be subject to the remaining deductions. In the event the payments to all persons interested in the payment on the farm are not sufficient to cover the deduction required for the material, the producer who requested the triple superphosphate will be personally liable for any difference.
- F. Where the county and State committees find that a farmer who received triple superphosphate or other material as a grant of aid used it in a manner which was not in substantial accord with the purposes for which such

materials are furnished, the rate of deduction or charge to be applied to the payment for the farm will be twice the amount of the usual rate of deduction for that portion of the material so misused, and any part of the deduction which is in excess of the payment for the farm will be charged as a debt entirely to the person who obtained the material as a grant of aid, and such person will be listed on the Register of Indebtedness in the amount of such excess.

- G. Where the county and State committees find that a farmer who received triple superphosphate or other material as a grant of aid did not use it in a manner specified in the applicable State bulletin as an approved soil-building practice, but did use it in a manner which was in substantial accord with the purposes for which such material was furnished, a deduction or charge to cover the cost of the material will be made at the regular rate.
- H. Where the county and State committees find that a farmer received material as a grant of aid but, due to weather conditions, lack of available labor, or other causes beyond his control, did not use it prior to the expiration of the program year, but stored it for future use, the agreement for the use of such material should be extended to the following year, and the deduction or charge to cover the cost of the material should be made in the usual manner from the payment for the farm for the year during which furnished. If the producer later furnishes satisfactory evidence that he has used the material in accordance with the provisions of the Agricultural Conservation Program for the next succeeding year, credit will be given for the application of the material under the program for such succeeding year. If it is not so used, the case will fall under type one.
- I. Where the county committee finds that, after the expiration of the program year, a farmer who received material is storing it for future use, even though he could have applied the material before the expiration of the program year, the farmer should be required to use the material immediately in an approved manner, or return the material to the association. In neither case will the farmer be given credit for using the material, but a deduction or charge will be made in the regular manner. As soon as disposition of the material is made, the application

for payment in each such case should be submitted through regular channels, even though it is known no payment will be due with respect to the farm. If, in spite of the efforts of the county office, the material is not properly used, or is not returned to the association, the case will fall under type one and a double deduction or charge should be made.

- J. The producer shall be advised that if the value of the material supplied to him is greater than the payment earned on the farm for participation in the 1939 Program, the difference between the value of the material and the payment earned will be repaid to the county committee.

Section II. - Procedure for Obtaining Triple Superphosphate as a Grant of Aid and Instructions Relative to the Forms to be Used.

- A. Handling requests from producers for triple superphosphate as grants of aid.

Producers requesting triple superphosphate will execute form ACP-64 "Request for Material as Grant of Aid under the Agricultural Conservation Program", in the following manner:

1. Enter in the spaces provided in the upper right-hand corner, the name and code number of the State and county and the farm number.
2. Enter in the spaces provided, the program year and the request for shipment number which will be that number shown in the upper right-hand corner of form ACP-66 and will be entered any time before the material is delivered.
3. Enter in Section I, the name of the applicant, type of tenure, post office and rural route address, and the name of the county and State.
4. Enter in the spaces provided for the description of the material "Triple Superphosphate"; in the column headed "Quantity" the number of pounds requested, (always in multiples of 100); and in the column headed "Units", enter "lbs."
5. Enter in the spaces provided, a description of the practice, the number of acres to be treated, and the total amount of material to be used.
6. Delete the words "Maximum payment in connection with soil-building practices" where such title appears and insert in lieu thereof, "Maximum farm payment". Enter

in the space to the right of the substituted title, the number of dollars which appears on line (a), of Section 3, NCR-303 for allotment farms or the entry on line (a), of Section 4, NCR-303 for nonallotment farms. If in the opinion of the county committee, upon review of the indicated performance on NCR-303, the payment which will be earned on the farm is less than that indicated on line (a), of Section 3, or line (a), of Section 4, the entry should be reduced accordingly.

7. Enter in the space provided the deduction for the material requested as a grant of aid.
8. Enter in the space provided the value of other material, such as lime, which has been requested by the producer as a grant of aid under the 1939 Program.
9. Enter in the space provided the total amount of deduction for all materials requested as grants of aid. In no case will this entry exceed 70 percent of the approximate farm payment which, on the basis of the 1939 Farm Plan, NCR-303, the county committee believes will be earned on the farm.
10. Enter the date and obtain the signature of the producer.
11. A member of the county committee and the consignee will enter their signatures in Section II. Delete the word "Secretary" and enter the word "Consignee".

All copies of form ACP-64 will be held in the county office until the material is delivered to the producer and Sections III and IV are completed.

B. Obtaining deposits and issuing receipts to producers.

At the time a producer files a request for triple superphosphate a deposit of 40¢ per bag will be collected by one of the persons designated by the county committee who has executed an ACP-88 or ACP-88 "Revised". In this connection, form ACP-93, "Temporary Receipt for Cash Collected in Connection with Material Requested as a Grant of Aid", which is prepared in pad form, containing sets of three, serially numbered, will be used. Form ACP-93 will be executed in the following manner:

1. Enter in the spaces provided, the farm number, the name of the county, the name and address of the producer requesting the material and the amount of money collected. ACP-93 (white) will be given to producer as a receipt for his deposit.

2. Enter in the spaces provided the date and the name of the consignee or other person accepting the collection.
3. Enter in the spaces provided the name of the person delivering the collected funds to the treasurer and the amount.
4. Upon receipt of the collected deposit, the treasurer will date and sign the form. ACP-93a (yellow) will be issued to the person receiving the deposit when such funds are delivered to the association treasurer. ACP-93b (pink) will be left in the book which will be filed in the county office.

C. Summary of Requests for Triple Superphosphate.

When the sum of the requests for triple superphosphate totals 40 or more tons for the county, a list of the producers requesting the material will be forwarded to the State office. In this connection, form ACP-65 "Summary of Requests" will be prepared in triplicate as "Advance" form ACP-65 in the following manner:

1. Enter the word "Advance" above the title "Summary of Requests" and the words "Triple Superphosphate" under the title.
2. Enter in the upper right-hand corner the State and county code numbers.
3. Enter in the spaces provided the name of the material, i.e., "triple superphosphate", and the date of delivery desired.
4. Enter in the spaces provided the name and post office address of the consignee.
5. Enter in the spaces provided the name of the railroad or common carrier which is to deliver the triple superphosphate and the actual point to which delivery is to be made. The delivery point may be any station designated by the county committee.
6. Enter for each farm in the respective column heads, the following:
 - a. The farm number, in the column headed "Serial Number".

- b. The name and address of the producer.
 - c. The word "lbs" in the unit column.
 - d. The number of pounds requested (always in multiples of 100) by the producer in the quantity column.
7. Enter in the "total requested" line, the sum of the entries indicated in the quantity column.
8. A member of the county committee and the consignee will date and enter their signatures in the spaces provided. Delete the word "Secretary" and enter the word "Consignee".

When the "Advance" form ACP-65 has been completed, the original and one copy will be transmitted to the State office and the third copy will be filed in the county office.

D. Request for shipment of triple superphosphate.

When the "Summary of Requests" has been completed, totaling a minimum carload of triple superphosphate of 40 or more tons, the county committee will place an order for a shipment for such amount with the State committee. For this purpose, form ACP-66 "Request for Shipment" will be executed in triplicate as follows:

1. Enter in the spaces provided the date of delivery desired, and the names and code numbers of the State and county.
2. Enter in the space provided the words "North Central" on the line preceding the word "Division".
3. Enter in the spaces provided under the words "Consign to" the name of the county, the name of the consignee, consignee's post office address, name of railroad or other common carrier, and the actual point of delivery.
4. Enter in the spaces provided a complete description of the material, i.e., "triple superphosphate", the quantity requested, and the unit in pounds.
5. On completion of form ACP-66, all copies will be mailed with "Advance" form ACP-65 to the State office.

When the request for a carload of triple superphosphate has been approved by the State and Washington offices, a copy of "Advance" form ACP-65 and a "Request for Shipment", form ACP-66, will be returned to the county office. The county committee will also be advised of the approximate date the car will arrive, from where the car was shipped, and other information concerning the shipment.

E. Procedure to be followed upon arrival of the triple superphosphate.

Upon receipt of the triple superphosphate the consignee will notify all producers who have requested the material. The consignee will also acknowledge receipt of the triple superphosphate and make a report concerning its condition. This report will be made in duplicate on form ACP-67, "Receiving and Inspection Report".

In case of material damage in the car, the consignee will call the attention of the freight agent to such damage and obtain the freight agent's certification of the damage reported on ACP-67 or "Way-Bill". Damaged material will not be accepted; however, the undamaged material in the car shall be distributed to the farmers.

The consignee will remove from the car the sample of triple superphosphate enclosed by the shipper for analyzing purposes. This sample, when properly identified, which includes the date, car number, Aaa shipping request number, and other information, will be forwarded to the State office. This sample will be marked "Shipper's Sample".

The consignee will obtain an additional sample of triple superphosphate by probing at least twenty different bags in the car. The county committee will provide the consignee with a hollow tube closed at one end with a removable rubber or cork stopper to be used for a probe. The probe will have an inside diameter of not less than 3/8 inch or more than 3/4 inch and will be at least 12 inches long. This probe may be constructed of tin or some other light weight metal. The probe will be entered into the bag half of the distance from either end of the bag on a slightly upward slant so that when the probe is removed the contents will remain in the probe. From each car, a sample of at least one pint will be removed by this method and placed in a cellophane bag and forwarded to the State office. The sample will be labeled "Car Probe Sample" and properly identified as to date, car number, Aaa shipping request number, and other necessary information.

ACP-67 will be prepared in duplicate as follows:

1. Enter in the spaces provided the names and code numbers of the State and county, and the "Request for Shipment" Aaa number.

2. Enter in the spaces provided the date received, name of material, and the name of the manufacturer.
3. Enter in the spaces provided the actual point of delivery, the name of the railroad or other common carrier, and the amount of material received in units, i.e., 80,000 pounds.
4. Enter in the spaces provided the car initials, car number, car seal number(s), condition of car, seals, railroad way-bill number with its date, and the delivery agent's freight bill number with its date.
5. Report in detail in the appropriate space any losses, damaged material, shortage, etc.
6. After form ACP-67 is completed, the consignee will date and sign.

The original copy of form ACP-67 will be transmitted to the State office and the duplicate copy will be filed in the county office.

F. Acceptance of triple superphosphate by producer.

The consignee will supervise the distribution of the triple superphosphate to see that each producer receives the amount requested on form ACP-64 and shown on "Advanco" form ACP-65. The consignee or persons handling the distribution of triple superphosphate shall be very careful so that no shortages of material occur, since there is no way of charging such losses to county association expenses.

The producer will acknowledge receipt of the material in Section III and Section IV of form ACP-64 in the following manner:

1. Section III will not be used except in those cases where there are handling, storage, and demurrage charges against a producer's shipment.
2. Section IV will be completed as follows:
 - (a) Enter in the spaces provided the quantity of material received by the producer, the unit in "lbs." and a description of the material, i.e., triple superphosphate.

- (b) Enter in the space provided the date the material was received and obtain the signature of the producer.

When form ACP-64 is completed, the white copy will be mailed to the State office, the yellow copy will be filed in the county office, and the blue copy will be given to the producer.

G. Notifying State office of the amounts of triple superphosphate delivered to producers.

The State office will be informed as to the final distribution of triple superphosphate. This report will include the farm number, names and addresses of producers obtaining the material and the amount obtained by each. This report will be made on form ACP-65 and will be marked "Final".

The consignee will prepare "Final" form ACP-65 in duplicate in the same manner as was used in the execution of "Advance" form ACP-65. Upon completion of "Final" form ACP-65 the original copy will be mailed to the State office and the duplicate copy will be filed in the county office.

